

Community Garden & Emergency Food Assistance Agency Agreement

Purpose of garden-agency agreement:

The purpose of this agreement is to outline the **roles, responsibilities, and processes** by which our Community Garden and Emergency Food Assistance Agency will form a community partnership based on produce donations.

Goals of garden-agency partnership:

- Help alleviate hunger in community
- Attract new garden members and agency volunteers
- Build and strengthen community partnerships
- Promote healthy communities through increasing access to fresh produce

We, the _____ Garden and the _____ Agency, agree that:

Produce will be donated on this day _____, between _____ and _____(times)

Produce will be donated _____ weekly, _____ bi-weekly, _____ other _____ (circle one)

Produce will be transported by _____ gardeners _____ agency volunteers _____ other _____ (circle one)

Produce will be packaged as follows: _____

Garden will donate food based on the following model:

Giving Garden	Dedicated Bed	Plant a Row	Glean and Give
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Projected amount of produce grown for donation: _____

Types of produce grown:	Tomatoes	Eggplant	Peppers	Greens beans	Potatoes
	Cucumbers	Squash	Zucchini	Collard Greens	Onions
	Carrots	Lettuce	Kale	Fruit	Herbs

Garden____ Agency ____

We, the Partner Emergency Food Assistance Agency Agrees: _____

- To accept all types of products offered by the partner garden, as long as they are edible produce items or herbs and are in good (edible) condition
- To distribute produce or herbs donated by the garden at your regularly scheduled food distributions to agency clients
- To acknowledge receipt of donations on a donation log, and to keep a copy of your donation log at all times throughout the season
- To communicate clearly with the partner garden about their availability to accept or pick up produce from the garden and to determine alternatives in case of an emergency
- To communicate with your Food Depository Community Network Relations Coordinator about any concerns or logistical adjustments, if your ability to accept or distribute produce changes (you can't do it anymore), or if you have any questions about this partnership

Garden ____ Agency ____

We, the Partner Garden Agrees: _____

- To donate only edible produce items or herbs, and no pre-prepared or cooked items
- To weigh or use (angelic organics document) to track donated items each delivery or pick-up, to keep a donation log provided by Share the Harvest and to share the log with Share The Harvest after each donation.
- To communicate clearly with the partner agency about your availability to deliver to the agency or be available for pick up of produce from the garden and to determine alternatives in case of an emergency

Garden ____ Agency ____

Both Partners Understand That:

- Direct communication between garden and agency is vital for a successful partnership and is the first step in solving any challenges that arise.
- Participate in evaluations, focus groups and or meetings with NeighborSpace to ensure successful program.
- Volunteering or garden labor by the agency's volunteers or staff is not a requirement
- Due to weather and other factors beyond the control of gardeners, the amount and type of produce donated may vary throughout the season
- Agencies may have to re-pack the produce they receive for distribution
- All donations are given and accepted under the legislative guidelines as outlined in the Bill Emerson Good Samaritan Food Donation Act of 1996 which states that: " A non-profit organization shall not be subject to civil or criminal liability arising from the nature age, packaging or condition of apparently wholesome food or an apparently fit grocery product that the non-profit organization received as a donation in good faith from a person or gleaner for ultimate distribution to needy individuals.

Garden ____ Agency ____

EMERGENCY FOOD ASSISTANCE AGENCY INFORMATION

Agency Name: _____ Agency Address: _____

Agency Contact for Gardens:

Name _____ Phone Number _____ Email: _____

Secondary Agency Contact for Gardens:

Name _____ Phone Number _____ Email: _____

GARDEN INFORMATION

Garden Name: _____ Garden Address: _____

Garden Contact for Agencies:

Name _____ Phone Number _____ Email: _____

Secondary Garden Contact for Agencies:

Name _____ Phone Number _____ Email: _____